

# WEBBOARD DISCUSSION GUIDE

Created for **INET 1000 Website Development**  
Instructed by **Michelle McCurdy**



## what is WebBoard?

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**WebBoard** is an online discussion tool. On WebBoard, you will read messages or “posts” that I or other students have written. I will post questions or activities every week that you’ll discuss with others in your course.

WebBoard participation is required for this course and you will receive a mark for your WebBoard contributions.





## how does a WebBoard discussion work?

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WebBoard discussions are organized by topic. Each week, I will post a question for you and the others in your course to discuss. You may be asked to share an experience you've had or give an opinion. You may be asked to research a topic and share what you learn. You may even be asked to post a discussion topic yourself! No matter how your course discussion is organized, here are a few things to keep in mind:

- ▶ Dive in as soon as you can! Don't wait until the last moment. Introduce yourself. Let other people know who you are and what you're interested in. Don't be afraid to let other people know if this is your first online course. If you're new, let people know. If you've taken an online course before, offer some help. Others might benefit from your experience.
- ▶ Be yourself. Talk like you would in your living room. Feel free to use smileys :-) but don't type in ALL-CAPS. Some people consider that SHOUTING!
- ▶ Remember that **this is a conversation**. Build on what other people are saying. Connect your ideas to what's been posted to the topic already.
- ▶ A great WebBoard post is **brief and concise** -- about 2 or 3 short paragraphs. Avoid saying "I agree" or "Great idea." If you agree, then tell us why.
- ▶ Don't stray from the topic. If the discussion topic is about image copyrights, it's not the place to talk about the movie you saw last week. Stay focused and engaged with the topic.
- ▶ Be sure to click **Reply** when you want to contribute to a topic. That will help keep the WebBoard organized so that all the posts to a topic are in the same spot. Don't start a new topic unless your instructor asks you to.





## how to get the most from your online discussion

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What do really great “WebBoarders” have in common? Believe it or not, being successful in WebBoard isn’t about being tech savvy. It’s about three things:

1. how much you participate
2. how deeply you engage with the discussion topic
3. how much you connect your ideas to what other people say.

When you think about it, it’s not much different from what makes you a great student in a regular classroom.

To be a great WebBoarder,

- ▶ Show other people that you appreciate their contributions (“I think you made a really good point when you said ...”)
- ▶ Say what you want to learn from the discussion (“I’d like to learn more about ... Does anyone know anything about this?”)
- ▶ Share your opinion (“In my opinion, ...”)

- ▶ Summarize what’s been said so far (“So far, we’ve been talking about the difference between ...”)
- ▶ Say what you think about what someone else has said (“I agree with what . . . says about ...”)
- ▶ Disagree (politely) with what someone else has said (“I understand what you’re saying, but in my experience, ...”)
- ▶ Bring a new point into the discussion (“I think there’s an important issue that we haven’t explored yet ...”)
- ▶ Share information or resources (“Here’s a site that I found really useful on the subject ...”)
- ▶ Ask a question that provokes discussion (“When it comes to ..., should we only ...? What do you think is important?”)
- ▶ Share advice (“When you’re dealing with ..., I’ve found it really helpful to ...”)





## logging into WebBoard

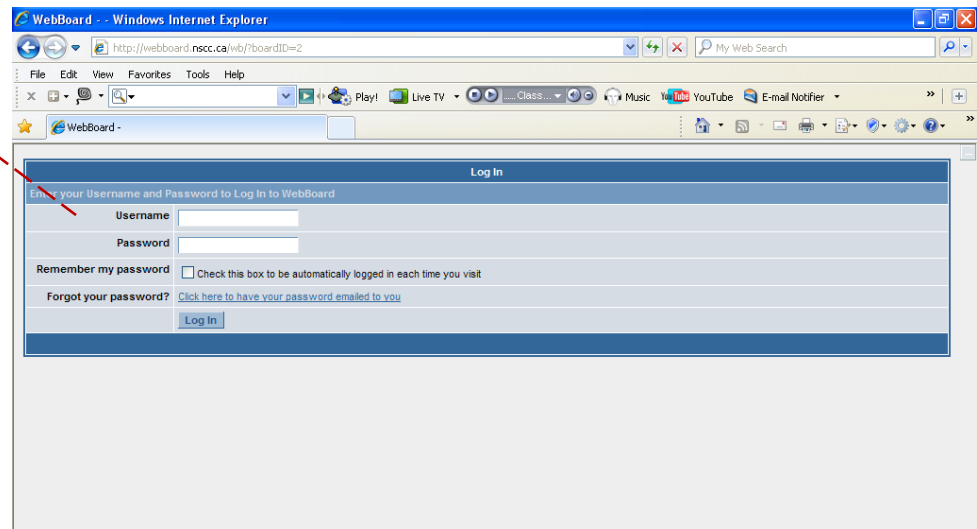
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As we begin the course, you'll be given a username and password for WebBoard from me. This password will give you access to the site. To log in, go to:

**<http://webboard.nsc.ca/wb/?boardid=webboard>**

**Type your username and password, then click the log in button.**

If you have any technical problems, please call on-line learning at 1-877-491-6774 or email [onlinelearning@nsc.ca](mailto:onlinelearning@nsc.ca).





# finding your discussion topics

once you log in, you'll see a list of your WebBoard courses (if only one of your courses uses WebBoard, you should only see one course)

## What is a post?

It's a message that someone has written on WebBoard.

click **Options**, then **My Profile** to change your profile picture if you want to

WebBoard™

Sign Up    Search    Options        
 Chat    Help    News    Log off   Welcome Michelle McCurdy

Home Page » My Home Page » Boards » WebBoard » Log In Show New Messages

Tree View		Conferences			
Conference	Status	Topics	Messages	Last Post	
1098 - TWIT Group A Created By: <a href="#">Jo-anne Lantz</a> 09/02/09 01:58pm	Read Only: No Moderated: Yes Verification: No	1	2	09/19/09 04:04pm	
1098 - TWIT Group B Created By: <a href="#">Jo-anne Lantz</a> 09/02/09 02:21pm	Read Only: No Moderated: Yes Verification: No	1	1	09/09/09 10:05am	
1098 - TWIT Group C Created By: <a href="#">Jo-anne Lantz</a> 09/02/09 02:21pm	Read Only: No Moderated: Yes Verification: No	1	1	09/09/09 10:05am	
1098 - TWIT Group CET Created By: <a href="#">Jo-anne Lantz</a> 09/02/09 02:21pm	Read Only: No Moderated: Yes Verification: No	1	1	09/09/09 10:05am	

Go to Conference:   **total messages posted**

click the name of the course to look at a list of topics

how many times the topic has been looked at

new posts since you last checked

total messages posted

click the name of the topic to read what people have posted

a list of discussion topics

WebBoard™

Sign Up    Search    Options        
 Chat    Help    News    Log off   Welcome Michelle McCurdy

Home Page » My Home Page » Boards » WebBoard » 1098 - TWIT Group A Show New Messages

Tree View		Topics					<input type="button" value="New Topic"/>
Subject	New	Replies	Views	Started By	Last Reply		
Welcome	0	1	25	<a href="#">Michelle McCurdy</a> 09/09/09 10:00am	09/19/09 04:04pm	<input type="button" value="New Topic"/>	



# reading the posts in a discussion topic

this is the person who posted the message

WebBoard™

Home Page » My Home Page » Boards » WebBoard » 1098 - TWIT Group B » Welcome


Welcome Michelle McCurdy

Show New Messages

Conferences

- 1098 - TWIT Group A (2)
- 1098 - TWIT Group B (1)
- Welcome (1)
- 1098 - TWIT Group C (1)
- 1098 - TWIT Group CET (1)

Topic

Author	Message
<a href="#">Michelle McCurdy</a> 	<p><b>Subject:</b> Welcome</p> <p>Hi everyone!</p> <p>Welcome to your WebBoard.</p> <p>In class, we asked you to introduce yourself by telling us something that we might not know about you. Here on the board, let's take that one step further.</p> <p><b>What to post</b> Can you <b>tell us three things</b> that we might not know about you?</p> <p><b>Respond</b> On a discussion board, interacting is as important as contributing. (Think about how much people learn from each other in a traditional course. You'll want that same kind of sharing to happen here.) One way to get learners interacting is to make interaction a part of every learning activity. With that in mind, <b>respond to someone you have something in common with.</b></p> <p>Have fun! <b>Michelle</b></p> <p>Posted: 09 Sep 2009 10:05 AM</p>

Total Messages 4

Average Message Rating  
☆☆☆☆☆

email profile delete edit quote reply

Message not rated

Watch this Topic Mark this topic read

New Topic

notice that you can **edit your posts if you want to make a change later**

**click reply if you want to respond**





# uploading a file with your post

1

leave this option unknown if you're not sure what kind of file you're uploading

Attach a file to ""Welcome""

Category Choose a document type that you are uploading. This image will appear next to your attachment in your message

Unknown Document Image Audio Multimedia Application

Inline Image attachments are displayed full size, or as thumbnail images, depending on server configuration, if the file type is suitable.

File Location  Browse...

File Description

Upload Another?  Check this box if you want to upload another file

Upload Now Cancel

2

Click **browse** to find the file you want to upload

click inline image if you want people to see the image inside the post, not as a separate link

find the file just like you'd find a file you want to attach to an email

3

## IMPORTANT

Your image may appear very large in WebBoard. If that's the case, delete it and resize it. There are lots of great places to resize images for free online. Try Picnik (<http://www.picnik.com/>), Pixenate (<http://pxn8.com/>) or Fauxto (<http://www.fauxto.com>).

click **upload now** when you're done

4

